



# Waiver



## Waiver Application

The Waiver Application is for companies whose principal office is NOT physically located in the District of Columbia.

Firms located outside the District of Columbia may obtain Small, and/or Disadvantaged Business Enterprise Certification consideration if the applicant meets four of the five criteria below:

Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Principal Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

1. The applicant's principal office is located in the Washington Standard Metropolitan Statistical Area\*: ☐ Yes ☐ No

List City & State: \_\_\_\_\_ County: \_\_\_\_\_

Documentation Required: A copy of the lease or deed for the principal business office.

2. More than fifty percent of the assets of the business enterprise are located in the District of Columbia. ☐ Yes ☐ No

Total Assets (100%): \_\_\_\_\_

Percentage(%) of Assets in D.C.: \_\_\_\_\_

Documentation Required: Including but not limited to, proof of ownership and value of plant/warehouse, real estate, equipment, vehicles (industry related) or IRA or other Retirement Account; Balance Sheet less than 90 days old from each jurisdiction.

\*Washington Standard Metropolitan Statistical Area (WSMSA)

Maryland Counties: Calvert, Charles, Howard, Montgomery, Prince Georges

Virginia Counties: Arlington, Fairfax, Loudon, Prince William, Stafford

Virginia Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park

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# Waiver



## Waiver Application continued

3. More than fifty percent of the employees of the business are residents of the District of Columbia.

Total number of employees: \_\_\_\_\_

Number of D.C. residents: \_\_\_\_\_

Documentation Required: Employee W2 Forms, Form UC-30 or W3 Transmittal Forms for all employees who are D.C. residents; appropriate company contract forms for employees hired by contract; D.C. Unemployment Compensation Forms and/or certified payrolls not more than ninety days old.

4. The owners of more than fifty percent of the business enterprise are residents of the District of Columbia.

Number of Owners: \_\_\_\_\_

Number of Owners in D.C.: \_\_\_\_\_

Percentage(%) of Ownership in D.C.: \_\_\_\_\_

Documentation Required: Copy of personal income tax returns (Federal and District) of principal owners reflecting their permanent home address; driver's license; homeowner's tax assessment, Articles of Incorporation, etc.

5. More than fifty percent of the total revenues are derived from transactions in the District of Columbia. ☐ Yes ☐ No

Total Sales (FY\_\_\_\_): \_\_\_\_\_

Total D.C. Sales Revenues (FY\_\_\_\_): \_\_\_\_\_

Percentage (%) D.C. Sales Revenue (FY\_\_\_\_): \_\_\_\_\_

Documentation Required: Documentation of sales (e.g. photocopies of contracts, sales tax forms and/or invoices from each jurisdiction; tax returns or income statement).